

Course Syllabus
SPCH 1321 Business and Professional Speech
SPCH 1321.016 Business and Professional Speech
Communication Department
Division of Arts and Sciences
South Plains College, Reese Campus
Fall 2018

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Office: RC 316I Office Phone: 806-716-4649

Department: Communication Department

Discipline: Speech Communication

Credit: 3 hours lecture This course satisfies a core curriculum requirement in Speech

Prerequisites: There are no prerequisites for this course.

Available Formats: conventional, hybrid and ITV

Campus: Reese

Textbook: Communicating at Work: Strategies for Success in Business and the Professions by Ronald B. Adler and Jeanne Marquardt Elmhorst, 11th Edition

Supplies:

1. Text
2. One audio recording device—may be via phone recorded, and saved to flash drive or a file e-mailed to instructor or borrowed from SPC Library
3. Notebook(s) and pen/pencil/highlighter
4. Choice of sensory aid materials for oral presentations
5. Access to a computer for online activities
6. One flash drive with at least 1 gb storage space

Course Description: This course includes the basic principles of speech applied to communications in business and professional settings. The course emphasizes practice in the construction and delivery of various types of speaking situations and the application of interpersonal skills that occur in a business, organizational, or professional setting.

Core Objectives Satisfied:

- ☑ **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- ☑ **Critical Thinking** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- ☑ **Team Work** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- ☑ **Social Responsibility** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
- ☑ **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making

Course Purpose: The Business and Professional Speech course explores the basic principles of oral communication applied to the communication needs of the business or professional person. The course provides practice in the research, construction, and delivery of various types of oral presentations and in the application of interpersonal, interviewing, and small group skills that occur in business, organizational, or professional settings.

Course Requirements:

1. To read the information assigned in the text; you will be tested on this material, in addition to class lecture/discussion materials on scheduled exams.
2. To take thorough notes and study all lecture material, informational handouts, and assigned readings.
3. To actively participate in class discussions and group activities.
4. Speeches must be delivered orally in language understandable to students and instructor.
5. To show maturity and professionalism in preparation of assignments and in classroom behavior.
6. To show courteousness to fellow classmates/speakers.
7. To initiate consultations with the instructor whenever assistance is needed regarding class assignments.
8. To appropriately cite information obtained from other sources, both in written and verbal formats. Please refer to the academic honesty section below for further details.

9. To initiate withdrawal from the course if absences become excessive.

Academic Honesty-It is my expectation and the institution's that appropriate citation and documentation be given for materials and information obtained from other sources. Cases of plagiarism will be treated as will any case of academic dishonesty, with at least a failing grade for the assignment/examination. In addition, the student may be dropped from the course with a failing grade. See the SPC Student Handbook for more information.

Diversity Statement

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Contacting your Instructor

Please feel free to contact your instructor if you have questions or concerns about your progress in this class. Please try to let your instructor know in advance if you will have to miss class. You may contact your instructor by phone or email. You will find your instructor's contact information in the employee directory at the link below.

<http://www2.southplainscollege.edu/information-for/employees/employee> - directory; as well as on Course Schedule/Syllabus on Blackboard.

Evaluation:

Course grade will be assessed according to the completion of the following using approximate percentages noted:

Exams, Major Presentations, Group Activities, Interviews	60%
Daily Work, Critiques, Class Participation,	20%
Assignments	20%

Attendance and Tardy Policy

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus. When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

All students enrolled for this course are expected to attend class regularly, be on time, and remain until dismissed. Roll will be taken at each class meeting. If a student is tardy, he/she must see the instructor after class to have the absence mark removed. Three (3) tardies in a MWF class and two (2) in a MW or TR class will constitute an absence. If a student leaves class prior to dismissal of the class, he/she may be counted absent.

Whenever absences become excessive and, in the instructor's opinion, minimum course objectives cannot be met, the student should initiate withdrawal from the course. The instructor may or may not administratively drop a student due to excessive absences. Please verify your instructor's policies on absences and drops/withdrawals. Students are responsible for all classwork covered during absences from class even in cases in which they are able to satisfy the instructor that the absence was unavoidable.

The department abides by this policy and enforces the following guidelines established for SPCH 1321:

1. Missing more than two weeks of class is considered excessive.

Example: MW/TR – 4 sick days allotted

MWF – 6 sick days allotted

One day/week – 2 sick days allotted

2. Being absent one day over your allotment will lower your final course total by 10 points.

3. Each subsequent absence will lower your final course total by 5 points.

4. If, in the instructor's opinion, minimum course objectives cannot be met due to absences, the student should withdraw from the course.

Make-Up Policy

Make-up work is NOT guaranteed. When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. If a student must be absent to represent the college, she/he should advise the instructor beforehand and should have a signed permit from his/her coach or sponsor. In such cases, it is the student's responsibility to complete work missed within a reasonable amount of time as determined by the instructor. Each student must make an appointment with the instructor to make arrangements for make-up work. Late work may not receive full credit. An absence on the day that you are scheduled for oral presentations or examinations will result in a grade of zero for the assignment. If, according to the instructor's discretion, the student is allowed to make up such a presentation or exam, the student will automatically receive a grade drop for the assignment (up to 20 point grade reduction). If late work is allowed, must be turned in no later than one week after end of the relevant unit.

Course Outcomes

Upon completion of this course, the student should be able to demonstrate proficiency in the following areas:

1. Communication Process: Understand and apply the communication process.
2. Communication Systems and Cultures: Develop an awareness and understanding of communication systems and cultures.
3. Verbal Communication: Identify, prepare, and deliver clear messages and presentations.
4. Nonverbal Communication: Understand, define, utilize, and interpret different categories of nonverbal communication.
5. Listening: Understand the causes of poor listening, and realize the organizational and personal benefits of active listening.
6. Interviewing: Identify different types of interviews, evaluate effective interview skills, prepare job interview documents, and conduct an effective information gathering interview.
7. Small Groups: Identify the characteristics of small groups, identify the steps used for problem solving, and understand leadership tasks as well as functional and dysfunctional team behaviors.
8. **Public Speaking:** Successfully prepare and deliver multiple credible, confident presentations. Evaluate the speaking skill and content of other speakers.

SPCH 1321.016 Business & Professional Speech
Course Schedule and Syllabus
Fall, 2018

INSTRUCTOR	Carol Brannan	Office: 316I										
TELEPHONE	(806)716-4649	Classroom RC 301										
E-MAIL	cbrannan@southplainscollege.edu											
OFFICE HOURS (Come see me for any reason!)	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Mon</td> <td style="text-align: center;">Tue.</td> <td style="text-align: center;">Wed.</td> <td style="text-align: center;">Thu.</td> <td style="text-align: center;">Fri.</td> </tr> <tr> <td style="text-align: center;">10:00-11:00</td> <td style="text-align: center;">11:00-12:00 2:30-3:30</td> <td style="text-align: center;">10:00-11:00</td> <td style="text-align: center;">10:00-11:00 2:30-3:30</td> <td style="text-align: center;">9:00—12:00</td> </tr> </table>	Mon	Tue.	Wed.	Thu.	Fri.	10:00-11:00	11:00-12:00 2:30-3:30	10:00-11:00	10:00-11:00 2:30-3:30	9:00—12:00	Or By Appointment Don't put it off! Let's talk!!
Mon	Tue.	Wed.	Thu.	Fri.								
10:00-11:00	11:00-12:00 2:30-3:30	10:00-11:00	10:00-11:00 2:30-3:30	9:00—12:00								
TEXT & WEB RESOURCES	<u>Communicating at Work: Strategies for Success in Business and the Professions, 11th ed.</u> , by Adler, Elmhurst, Lucas ISBN 978-0-07-803680-4 Forms, Assignments, Resources on Blackboard											

Course Schedule

* Please note that this schedule is tentative and slight changes may be made as the semester progresses.

UNIT	ASSIGNMENTS	DUE DATES
UNIT 1 BASICS		
Ch. 1 - Communication Process, Networks, Ethics	Information Sheet/Student Agreement due -----	T, 09/05
Ch. 2 – Communication, Culture, and Work	Networking Assignment-----	T, 09/11
Ch. 3 – Listening	Listening Exercise-----	T, 09/04
	Exam #1 (Ch. 1, 2, 3) -----	T, 09/11
Ch. 4 – Verbal/Nonverbal Messages	Communication Analysis Project-----	T, 09/25
Ch. 5 – Interpersonal Skills	Exam # 2 (Ch. 4, 5,)-----	T, 09/25
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UNIT 3 SMALL GROUPS		
Ch. 7 –Working in Groups	Library Visit/Exercise-----	T, 10/02
	Group activity-----	T, 10/02
	Group Communication Project/Discussion-----	T, 10/16
Ch. 8 -- Effective Meetings	Exam #4 (Ch. 8, 9) -----	T, 10/16
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UNIT 2 PROFESSIONAL CONTACT		
<i>Start researching & arranging your Information-Gathering Interview early--10% bonus point for handing in early</i>		
Ch. 6 – Principles of Interviewing	Lab Day to work on cover/letter-resumes-----	T, 10/30
Cover Letters & Resumes	Cover letter/Resume/Job Description -----	T, 11/06
Employment Interviewing & Etiquette	Mock Interview Assignment-----	T, 11/06
Illegal Interview Questions and How to Handle Them	Exam #3 (Ch. 6, Notes, App.I)-----	T, 11/13
	Information-Gathering Interview-----	T, 11/20
!!!!THANKSGIVING !!!!! NOV. 21ST —23RD--GO HOME, EAT, SLEEP, ETC., AND COME BACK SAFE!!!!		
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UNIT 4 PUBLIC SPEAKING		
Ch. 9 – Developing/Organizing the Presentation	Outlining Exercise/ Impromptu Pres'n -----	T, 11/20
Ch. 10 – Verbal/ Visual Supports,	Citing Sources Orally/ Topic-Thesis/ Assignment -----	T, 11/27
Ch. 11 – Delivering the Presentation	Informative Individual Pres'n--(4-6min)-----	T, 12/04
Ch. 12 – Types of Business Presentations		
Last Day To Turn in Extra Credit -----		F., 12/07
FINAL EXAM (comprehensive) -----		Tue., 05/11 Reg. Time

Important Notes

- Your instructor may administratively drop you for excessive unexcused absences and disciplinary reasons.
- Students with PERFECT ATTENDANCE FOR ENTIRE SEMESTER receive 10 bonus points added to their final exam grade;
- 4 absences may result in being dropped with either an 'X' or 'F' by instructor discretion.
- Being asked to leave class will result in an absence and ineligibility for exam or speech
- If you arrive late to class, it is your responsibility to be sure you are counted late, not absent
- Last day for student/instructor drops – **Thu., Nov. 15th**
- Failure to submit any 2 major assignments (as defined by the instructor) may result in a failing grade for course.

Summary of Grade Points
SPCH 1321 Business and Professional Speech

Unit	Total Point Value	Your Earned Points	
Unit One Communication Basics			
Communication Analysis Project **	75	_____	
Exam #1 **	100	_____	
Exam #2 **	100	_____	Unit total = 300
Networking Assignment	25	_____	
Unit Two Working in Groups/Teams			
Group Communication Activity	50	_____	
Group Assignment **	100	_____	
Exam #3 **	100	_____	Unit total = 250
Unit Three Interview/Job Seeking			
Information-gathering Interview **	115	_____	
Job Description/Resume/Cover letter **	100	_____	
Mock Interview	50	_____	
Exam #4 **	100	_____	Unit total = 365
Unit Four			
Informative Presentation **	100	_____	
Peer Critic (1@ 10 pts)	10	_____	
Self Evaluation (1@ 10 pts)	10	_____	
Thesis St't. Exercise	25	_____	
Exam #5 **	100	_____	Unit total = 245
Final Exam**	100	_____	Unit total = 150
Post Test **	50	_____	
Participation (Daily) Points			
SmartStarts (6@10 pts)	60	_____	
Library Exercise	50	_____	
Listening Exercise	50	_____	
Impromptu speech	30	_____	
Persuasive exercise	30	_____	
Participation ***	75	_____	
Student Agreement	50	_____	Unit total = 345
Total Points	1655	_____	

• Other miscellaneous points may be awarded during the semester to the final total grade, generally in 5 point increments for attendance on days with particularly low attendance, or when everyone in class is present (excluding exam & presentation dates). Remember that tardies and absences can affect your final grade as well.

**Failure to submit any 2 major assignments (as defined by the instructor) may result in a failing grade for the course.

***Participation points are given at beginning of semester; loss of points are results of more than 2 absences, more than 3 tardies, or disruptive behavior, such as repeated talking out of turn, use of technology unrelated to course work in class.

Grade Points Spread: 1655—1490 = A; 1489—1324 = B; 1323—1159 = C; 1158—993 = D; 992--lower = F

Point Spread per Assignment

Information Gathering Interview 115-104 = A; 103-92 = B; 91 – 81 = C; 80 – 69 = D; 69-below = F

Informative Presentation 100- 90 = A; 89-80 = B; 79 – 70 = C; 69 – 60 = D; 59-below = F

Group Presentation 100- 90 = A; 89-80 = B; 79 – 70 = C; 69 – 60 = D; 59--below = F (In the instance of difference between individual and group grade, the two are averaged and the result becomes the individual grade for the assignment.)

CAMPUS GUIDELINES FOR THE REESE CENTER

CHILDREN ON CAMPUS

Many of the students attending classes at South Plains College are also parents who value the opportunity to participate in higher education. Sometimes students are faced with the decision of whether to remain at home with their children, bring children with them to class, or be absent from class. The following guidelines address concerns for the safety of children on campus and provide for an environment conducive to learning:

1. Students are not allowed to bring children to class and will be asked to leave in the interest of providing an environment conducive for all students enrolled in the class. Students are responsible for adherence to the attendance requirements set forth by the instructor in the course syllabus.
2. Children may not be left unattended. In order to provide for the safety of children on campus, parents or other guardians are responsible for supervising children while utilizing services or conducting business on campus.
3. Disruptive children will not be allowed to interfere with college business. Parents or other guardians are responsible for supervising and controlling the behavior of children they have brought on campus.

AMERICANS WITH DISABILITIES ACT STATEMENT

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability. For more information, call or visit the Disability Services Office at, Reese Center Building 8, 806-716-4675. OR Disability Services Office in the Student Health & Wellness Office on the Levelland campus, 806-716-2577.

DIVERSITY STATEMENT

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be. (*Developed by the Title III summer 2001 participants as part of the training opportunity, May-June 2001, South Plains College.)

TITLE IX PREGNANCY ACCOMMODATIONS STATEMENT

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email cstraface@southplainscollege.edu for assistance

GENERAL SAFETY ON CAMPUS

South Plains College recognizes the importance of safety on campus. The protection of persons and property is a responsibility which we all share. Personal safety begins with the individual. The following guidelines are intended to assist you in protecting yourself and to encourage practices that contribute to a safe environment for our campus community.

Never leave your personal property unsecured or unattended. Look around and be aware of your surroundings when you enter and exit a building. Whenever possible, avoid walking alone, particularly after dark. Walk to your vehicle with other class members. **Contact Campus Police to report all crimes, accidents, or unsafe conditions.**

FOOD AND DRINK IN CLASSROOMS

It is the policy of South Plains College not to permit food or drink in the classrooms or laboratories. Since many students and instructors arrive at the Reese Center directly from work, individual instructors MAY permit food or drinks in classrooms as long as trash and drink containers are properly disposed of prior to leaving the classroom.

SMOKING/SPITTING

The use of ALL TOBACCO products INSIDE South Plains College buildings or near proximity to any entrance is NOT permitted. No smoking, spitting, chewing, or vaping etc..

FIREARMS

Campus Concealed Carry syllabus statement:

Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: (http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php)

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses.

Report violations to the College Police Department at 806-716-2396 or 9-1-1.

